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Staff Study Incentive and Honor Awards dated 7 March 1956

Presented 20th Meeting CIA Career Council 15 March 1956

*Revised recommendation
incl. in Staff
Study 21 Mar. 56
& approved by
R/DCI 31 Mar. 56.*

6. RECOMMENDATIONS: (*Revised*)

It is recommended:

- a. That, in accordance with Public Law No. 763, the Agency create an Incentive Awards Program under the general jurisdiction of the Deputy Director (Support) composed of
- (1) An honor awards element under the supervision of the Director of Personnel dealing with meritorious performance and valor; and
 - (2) A suggestion awards element under the supervision of the Chief, Management Staff dealing with improvement suggestions, i.e., efficiency, morale, safety, security, etc.
- b. That Regulations [REDACTED] be combined into one regulation embodying the above concept.
- c. That there be created a fifth award, for meritorious performance, to consist of a Certificate of Merit accompanied by a flat unvarying emolument of \$100.00.
- d. That the administration of the two elements of the Program be continued as at present by an Honor Awards Board and a Suggestion Awards Committee.
- e. That the Honor Awards Board be informally directed that no cash award shall be made to any employee in grades GS-11 and above for sustained superior meritorious performance or for a single meritorious act or service and that the Certificate of Merit be awarded only to employees in grades GS-10 and below.
- f. That the Suggestion Awards Committee be informally directed that no cash awards shall be given for improvement suggestions to employees in grades GS-15 and above, except upon approval by the DCI on a most exceptional basis.
- g. That no member of the Suggestion Awards Staff, the Records Management Staff, or the Organization and Methods Staff shall be eligible for an award for an improvement suggestion.

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Task Force for Incentive Awards: 25X1A9a
Signed: [REDACTED], Chairman
Incentive Awards Committee 25X1A9a
Signed: [REDACTED], Chairman
Honor Awards Board 25X1A9a
Signed: [REDACTED], Deputy Director
of Personnel for Planning and
Development

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SUBJECT: Incentive and Honor Awards

CONCURRENCES:

The CIA Career Council has reviewed this Staff Study and concurs in the recommendations.

Signed: Lyman B. Kirkpatrick
Acting Chairman, CIA Career Council

March 22 1956

The recommendations 6 are approved:

Signed: Charles P. Cabell
Acting Director of Central Intelligence

March 31 1956

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